



CITY OF LOWELL

APPLICATION & CHECKLIST FOR A LARGE SCALE DEVELOPMENT



PROJECTNAME: _____

STAFF USE ONLY

Date _____ Application _____ Received _____

FEE: \$500.00

Date Accepted _____ as _____ Complete _____
Planning Commission Date _____

APPLICATION Fill out this form completely, supplying all necessary information and documentation to support your request.
Your application must be checked by city staff and will not be placed on the Planning Commission agenda until this information is furnished.

GENERAL INFORMATION

Applicant _____	Day Phone: _____
Address: _____	Fax #: _____
_____	E-mail _____
Representative _____	Day Phone: _____
Address: _____	Fax #: _____
_____	E-mail _____
Property Owner: _____	Day Phone: _____
Address: _____	Fax #: _____
_____	E-mail _____

INDICATE WHERE CORRESPONDENCE SHOULD BE SENT: _____Applicant _____Representative _____Other

PROPERTY DESCRIPTION

Site Address and/or legal description: _____

Current Zoning: _____ Proposed Use: _____

Proposed Use is: (circle one) Permitted or Conditional

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City may not approve my application or may set conditions on approval. I understand that no grading or dirt work or any construction will be allowed until a pre-construction meeting takes place after Planning Commission approval process, and a grading permit and other required permits are issued and required easements are dedicated and recorded.

Signature

Date

PROPERTY OWNER: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing.

I hereby designate _____ as my authorized agent to act on my behalf regarding this application.

Signature

Date

Checklist:

YES Staff N/A
Initials

Applicant shall provide each item required in the application checklist.
Where 'N/A' is checked, Applicant shall note why the item is not provided.
All items shall be shown on the plat / plan unless otherwise noted.

GENERAL

- | | | | |
|--------------------------|-------|--------------------------|---|
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 1) Twelve full sets of AutoCad drawings to a scale of 1" = 100' or larger folded on 24" x 36" size paper or smaller. (NOTE: A detailed list of required copies is attached. Plats shall use layers, symbols and line types acceptable to the City Engineer. |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 2) All revisions will be listed and noted in the revision block of the affected sheet. |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 3) Each sheet of the plans shall contain a note stating the following:
"No change may be made to these approved plans without prior written approval by the City of Lowell." |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 4) Each sheet will have a complete and accurate legend, north arrow, graphic scale, title block located in the lower right-hand corner indicating the name and type of project, scale, firm or individual preparing drawings, date and revisions. |

COVER SHEET

- | | | | |
|--------------------------|-------|--------------------------|--|
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 5) Names, addresses, and telephone numbers of the record owners, applicant, surveyor, architect, engineer, utility providers, and person preparing the plat. |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 6) A vicinity map for the project. If the project is a PUD, include the following note and a summary of the PUD requirements. |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 7) Zoning classification and proposed use. |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 8) If the project is a PUD, include a summary of the PUD requirements and the following note: "All of the PUD requirements are incorporated into these plans by reference. If there is any conflict between these plans and the approved PUD requirements, then the PUD requirements shall govern." |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | 9) Engineering Certificate Note: "I, _____, Registered Professional Engineer No. _____ in the State of Arkansas, hereby certify that the engineering design, drainage studies, reports, calculations and specifications of this proposed development have been prepared in accordance with the requirements of the City of Lowell and generally accepted standards of engineering practice." |

- ☐ _____ ☐ 10) Plan Review Note: "Review of these plans is limited to general compliance with City of Lowell codes and regulations and does not warrant the engineer's design or relieve the developer of any requirements, even if errors, omissions or any inadequacies are discovered after plan approval. The City of Lowell requirements shall govern over any conflicts with the plans or specifications. Any conditions determined in the field which require changes shall be subject to further review and corrective action."
- ☐ _____ ☐ 11) Inspector's Note: "The City of Lowell requires that the engineer provides construction observation that will include weekly reports and a monthly on-site meeting, hosted by the engineer and including owner, contractor and the City of Lowell."
- ☐ _____ ☐ 12) Site Maintenance Note: "During the construction phase, the developer shall maintain site by mowing monthly (or as needed), provide dust control, and the daily pick-up of rubbish, trash, garbage or litter and providing collection as approved by the City."

SITE PLAN

- ☐ _____ ☐ 13) Names, addresses, property lines and zoning of all property owners adjacent to the exterior boundaries of the project including those across the street(s). This info shall be located on the plat at the location of their property.
- ☐ _____ ☐ 14) Written legal description that reads clockwise, including area in acres.
- ☐ _____ ☐ 15) Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
- ☐ _____ ☐ 16) Curve data for any street that forms a project boundary.
- ☐ _____ ☐ 17) Street right-of-way lines clearly labeled. The drawing shall depict any future ROW needs required by AHTD and/or the Master Street Plan. Future ROW(s), as well as existing ROW(s) and centerlines, should be shown and dimensioned, and labelled "dedicated by plat."
- ☐ _____ ☐ 18) Existing easements (dimensioned) which show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
- ☐ _____ ☐ 19) The width, approximate locations and purposes of all proposed easements or rights-of-way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project. (NOTE: Repeat this information on the grading plan, utility plan and easement plat. Label these as "dedicated by this plat.")
- ☐ _____ ☐ 20) The location, widths, and names (avoid using first names of people for new streets) of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; and the centerline curve data; and all curb return radii. Private streets shall be clearly indicated and named.
- ☐ _____ ☐ 21) Sufficient detail to show the affect of proposed driveways, trails, streets, utilities, and sidewalk easements on adjoining properties.
- ☐ _____ ☐ 22) Provide a note for each proposed off-site improvement describing what the Developer will provide.
- ☐ _____ ☐ 23) The location of existing or abandoned waters wells, springs, water impoundments, underground tanks and stuctures wihin the project. (NOTE: Also show on grading plan.)
- ☐ _____ ☐ 24) The location of ground leases or access agreements (e.g. parking lots, drives, areas of land that will be leased.)
- ☐ _____ ☐ 25) The location of all potentially dangerous areas. including areas subject to flooding, slope failure, settlement, excessive noise, sinkholes, previously filled areas and the means of mitigating the hazards.

- ☐ _____ ☐ 26) The boundaries, acreage, and use of existing and proposed public areas or POA-maintained areas in and adjacent to the project. If land is to be offered for dedication for park and recreational purposes, it shall be clearly stated whether it is City of Lowell or POA maintained.
- ☐ _____ ☐ 27) For residential development, indicate the type and number of units and bedrooms in a table.
- ☐ _____ ☐ 28) For non-residential use, indicate the gross floor area and, if for multiple uses, the floor area devoted to each type of use.
- ☐ _____ ☐ 29) The location, setback, height, size and type of existing and proposed signs, if any.
- ☐ _____ ☐ 30) Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections. (NOTE: Also show on grading plans.)
- ☐ _____ ☐ 31) Any curbs not utilized for parking shall be painted red and labelled in white paint "No Parking -- Fire Lane"
- ☐ _____ ☐ 32) Location, size, surfacing, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped-accessible parking areas.
- ☐ _____ ☐ 33) Location of buffer strips, fences or screen walls, where required. (NOTE: Also show on grading plan and landscaping plan.)
- ☐ _____ ☐ 34) Location and width of existing and proposed sidewalks. (NOTE: Also show on the grading and landscape plan.)
- ☐ _____ ☐ 35) Indicate location and type of solid waste collection. Provide adequate turnaround area at dumpster location. Identify dumpster screening.
- ☐ _____ ☐ 36) Show required building setbacks. (NOTE: A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.)
- ☐ _____ ☐ 37) Show wetlands and U.S. Army Corps of Engineers (COE) jurisdictional waters of the United States determination, if required. Note if COE determination is still in progress.

EROSION CONTROL PLAN

- ☐ _____ ☐ 38) Temporary erosion control measures.
- ☐ _____ ☐ 39) Permanent erosion control measures.
- ☐ _____ ☐ 40) Sequence of construction to minimize erosion.
- ☐ _____ ☐ 41) Note stating, "Within 40 days of placement of curbs, they shall be backfilled, fine graded graded with a minimum of 4-inches of topsoil, and hydromulched or sodded with permanent grasses." (Repeat this note on the grading plan.)
- ☐ _____ ☐ 42) Permanent concrete erosion control pads provided at outlet of drainage pipes in the City's Right(s)-of-Way easements.

GRADING PLAN

- ☐ _____ ☐ 43) Clear representation of the FEMA designated 100-year Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date, and the COE Flood Hazard Study.
- ☐ _____ ☐ 44) Provide a benchmark, clearly defined with a precision of 1/100th of a foot within 400' anywhere F.F.E.s are required and must be tied to a NAVD 88 datum. Benchmarks include, but are not limited to, the following: fire hydrant, manhole rim, drainage structure abutment, etc.
- ☐ _____ ☐ 45) Existing topographic information with source of the information noted. Show a one-foot contour intervals for ground slope between level and 10 percent and a five-foot contour interval for ground slope exceeding 10 percent.

- ☐ _____ ☐ 46) Spot elevations at grade breaks along existing road centerlines, gutter lines, top of curbs or edge of pavement, and along the flow line of drainage swales.
- ☐ _____ ☐ 47) The location and floor elevation of all existing and proposed structures including the dimensions of buildings and setbacks from the property line.
- ☐ _____ ☐ 48) Show all proposed drainage improvements and detention facilities.
- ☐ _____ ☐ 49) Note where streets will be placed under existing overhead facilities and the approximate change in grade.
- ☐ _____ ☐ 50) Pipes under driveways and streets are RCP.
- ☐ _____ ☐ 51) Plans include note: "The building pad be compacted to 95% of the standard proctor density and test results shall be provided to the City of Lowell Building Inspector."

UTILITY PLAN

- ☐ _____ ☐ 52) Show all known on-site and off-site existing utilities, including fire hydrants, the static pressure and flow of the nearest hydrant, and show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.
- ☐ _____ ☐ 53) Show pipe types and sizes.
- ☐ _____ ☐ 54) Show manhole locations.
- ☐ _____ ☐ 55) If a septic system is to be utilized, note on the plat or plan and indicate approval date of the Arkansas Department of Health. Show location of tank and lateral lines.
- ☐ _____ ☐ 56) The location of all existing and proposed site lighting and street lights. The street lights are to be placed every 300 feet plus or minus to the nearest lot line or intersections.
- ☐ _____ ☐ 57) The location of the connection to existing electrical, gas, phone, and cable TV facilities and the route of the services to the proposed building(s).
- ☐ _____ ☐ 58) Provide note: "Damage to or relocation of existing utilities shall be at the developer's expense."

LANDSCAPE PLANS

- ☐ _____ ☐ 59) Landscaping plan and table of plants and trees showing placement, size and species.
- ☐ _____ ☐ 60) Tree and shrub selection from preferred list.
- ☐ _____ ☐ 61) Irrigation system for new plants.
- ☐ _____ ☐ 62) Seeding or sod specifications and placement.
- ☐ _____ ☐ 63) General description of tree cover on site and number and type of trees that will be removed and the number and type of trees to be retained.
- ☐ _____ ☐ 64) Calculation showing that a minimum of 5% of the total land area is landscaped.
- ☐ _____ ☐ 65) Calculation providing for one tree for every 2,500 square feet of total land area.
- ☐ _____ ☐ 66) Ten-foot wide landscaped street buffer.
- ☐ _____ ☐ 67) Ten-foot wide side and rear lot landscaped buffer.
- ☐ _____ ☐ 68) One tree per 25 feet on side and rear lot buffer.
- ☐ _____ ☐ 69) No pavement within five feet of any lot line.

CONSTRUCTION PLANS

- ☐ _____ ☐ 70) Construction plans for public streets, storm sewer and utilities including plan and profiles; cross-sections and details.

EASEMENT DEDICATION PLAT (NOTE: This plat must be recorded before a grading permit will be issued.)

- ☐ _____ ☐ 71) Existing easements (dimensioned) which show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
- ☐ _____ ☐ 72) Location and dimensions of all easements and right(s)-of-way dedicated as part of this project. State that they are "dedicated by this plat."
- ☐ _____ ☐ 73) Property legal description.
- ☐ _____ ☐ 74) Drawing of property boundary labelled to match legal description.
- ☐ _____ ☐ 75) Dedication statement and signature of property owner(s).
- ☐ _____ ☐ 76) Acceptance statement and signatures of City Engineer, Mayor and City Clerk.

ADDITIONAL DOCUMENTS -- NOT ON PLANS

- ☐ _____ ☐ 77) Copies of all additional permit applications required for completion of this project.
- ☐ _____ ☐ 78) Draft of covenants, conditions, restrictions, and POA requirements, if any.
- ☐ _____ ☐ 79) Color photographs (no more than 4 per page) of intersection locations, site distance, existing trees on site, location of point(s) where water runoff leaves the site, adjacent lot(s), and other features of a significant nature.
- ☐ _____ ☐ 80) Drainage report with an executive summary of the pre- and post-runoff for the 2-, 5-, 25-, 50- and 100-year storms.
- ☐ _____ ☐ 81) If outside the city limits, copy of the application to the Benton County Planning Board.
- ☐ _____ ☐ 82) A written description of requested variances and waivers from the City or from the Benton County Planning Office.
- ☐ _____ ☐ 83) Submit with your application a PowerPoint slide of the vicinity map, site plan, landscaping plan and building elevations (in Overlay District).
- ☐ _____ ☐ 84) Overlay District Checklist, if applicable.

NOTES AND RESOURCES FOR THE APPLICANT

For other City information, view our website at <http://www.lowellarkansas.gov> by clicking on the following under "Documents and Maps" or "Department / Planning."

Planning Commission meeting schedule

Copies for submittals.

Application Forms

Schedule of Fees

Land Development Code

Street Master Plan

City Land Use Plan